

ATTACHMENT C
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
2009 REPORTING DATES FOR FISCAL AND PROGRAMMATIC DOCUMENTS

| DOCUMENT NAME | FORM | APPLICABILITY | DUE DATES |
|---|---------------------------------------|------------------------------|--|
| Activity Report | CDA 62 | All Subrecipients | 10 days following end of each month Final Activity Report due January 14, 2010 |
| Board of Directors Roster | Rosters | All Subrecipients | When there are Board Changes |
| Organization Budget | CDA 50 | All Subrecipients | As indicated in the CDGA Award Letter |
| Budget Amendment and Amended Cost Allocation Plans (Request must be submitted with <u>Budget Amendment Request Form</u>) | Budget-Amendment Form | As Relevant | Budget Amendment & Amended Cost Allocation Plans are due September 30, 2009 |
| Cash Advance Status Report | CDA 71 | Prior Authorization Required | 10 days following end of each month |
| Contract Extension Request | EXT-REQ | As Relevant | November 1, 2009 |
| Computer Purchase Justification Form | Comp.Purch Jus | All Subrecipients | Approval required prior to purchase |
| Contractor and Subcontract Activity Form For Reporting Periods: January 1, 2009 – December 31, 2009 | HUD-2516 | All Subrecipients | January 14, 2010 |
| Cost Reports (With schedules of paid cost) | CDA 70 CDA 70 A | All Subrecipients | 10 days following end of each month Final Cost Report Due January 14, 2010 |
| Detail Schedule of Accrued Cost | CDA 72 | As Relevant | 10 days following end of each month Final report due February 13, 2010 |
| Direct Benefits/Status Form | CDA 35 | All Subrecipients | 10 days following end of each month Final Report Due January 14, 2010 |
| Outcome Performance Measurements documentation and data source due to CDGA: | | All Subrecipients | June 1, 2009 and January 14, 2010 |
| Homeownership Assistance Project Completion Report Single - Unit (Hud-400096) Multi - Unit (HUD-40096-M) Rental Unit (HUD-40097) | HUD-40096 HUD-40096-M HUD-40097 | HOME Projects | Due upon Project Completion and BI-Sign Off |
| Monthly Cash Advance Status Report | CDA 71 | Prior Authorization Required | 10 days following end of each month |
| Multiple Unit Homeownership Assistance Project Completion Report | HUD-40096-M | HOME Projects | Due upon Project Completion with Final Cost Report |

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| <p>Annual Deadline for <u>completed NIP Projects</u></p> <p>All required documentation for completed NIP projects must be submitted to CDGA no later than January 31, 2010.</p> | <p>CDGA-36 Form 1a & 1b</p> <p>Lead Certification & Wipe Results</p> | <p>Neighborhood Improvement Projects</p> | <p>January 31, 2010</p> |
| <p>Housing Production Close Out documents to be submitted:</p> <ul style="list-style-type: none"> - Certificate of Code Compliance - HUD 40096 - Homeownership Completion Report - Certification of Household Size and Income - Tenant Certification of Household Size and Income - Regulatory Agreement and Covenant (Single Family) - Covenant and HOME Program Regulatory Agreement (Rental) - HOME Program Note | <p>Located in Housing Production Handbook</p> | <p>All Housing Production Agencies</p> | <p>Upon Sale of Property</p> <p>See Housing Production Handbook for specific instructions</p> |
| <p>Out-of-State Travel Request -- (Request must be submitted to CDGA at least 30 days prior to travel)</p> | <p>CDA 78</p> | <p>All Subrecipients</p> | <p>30 days prior to travel</p> |
| <p>Property Record Form and Invoice (Must be submitted with UCC Financing Statement)</p> | <p>CDA 76</p> | <p>As Relevant</p> | <p>Due with Cost Report</p> |
| <p>Payroll Register</p> | <p>Generated by Organization</p> | <p>All Subrecipients seeking reimbursement for Personnel Cost</p> | <p>Due with Cost Report Claiming Reimbursement for Payroll Cost</p> |
| <p>Rehabilitation Assistance to Homeowners & Tenants (NIPS)</p> | <p>CDA 36</p> | <p>Neighborhood Improvement Projects</p> | <p>Due upon Project Completion and BI Sign-Off</p> |
| <p>Section 3 Participation Project Work Force Report</p> <p>Recipients of CDGA funding, HOME funding and Section 108 funding or contractors to recipients of these HUD programs are required to adhere to Section 3 if:</p> <p style="padding-left: 40px;">* the size of the award exceeds \$200,000. Any contractor or sub-contractor whose participation in such a project exceeds a threshold of \$100,000 must comply with Section 3.</p> <p style="padding-left: 40px;">* The funded activity involves housing construction or rehabilitation, and other public construction, including other buildings or improvements, regardless of ownership.</p> | <p>SEC 3</p> | <p>All Housing Programs funded at \$200,000 or more</p> <p>(See detail explanation in Column 1)</p> | <p>With Final Cost Report Due January 14, 2010</p> |
| <p>Staff Roster for Staff Funded with Grants Administered by CDGA</p> | <p>Rosters</p> | <p>All Subrecipients</p> | <p>When there are CDGA- funded Staff Changes</p> |
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Revised 12/9/08